

A disability need not be a handicap when the State of California is your employer. The State has taken an active role in ensuring that qualified men and women with disabilities receive equal employment opportunities. How to apply for a State job and the accommodations available to disabled applicants are described in this pamphlet.

The State has many different types of jobs. Your interests, skills, education, and previous paid or unpaid work experience, if any, will determine for which jobs you may apply.

INFORMATION

Information on State employment and current examinations is available at the State Personnel Board office in Sacramento (see the back page of this pamphlet). In addition, most offices of the Department of Rehabilitation and the Employment Development Department throughout California have local information. Check your local telephone directory for the office nearest you.

PRIVACY

If you do **not** need special arrangements for any part of the examination process, **you should not have to answer any medical questions until after you have been offered a job.** Then you may be asked to complete a routine medical questionnaire. Past decisions regarding your medical fitness will not be needed, and your current medical condition will be considered only as it relates to your ability to do the particular job.

ACCESSIBILITY

Test sites and State buildings should be free from architectural and communication barriers. However, please state on your application that you need accommodation, so that arrangements can be made if the building is not totally accessible.

Reasonable Accommodation

ACCOMMODATION

Reasonable Accommodation in written tests may mean that competitors with disabilities are tested on a day other than the published test date.

The State provides readers, markers, interpreters, and other approved support services. You may bring your own assistive devices, such as special braces, typewriters, low-vision aids, and Braille equipment. If you wish to provide your own support person at your own expense, you must prove that you have a compelling need to do so.

All support services, including extra time to complete the test, must be approved and arranged before the day of the test.

YOUR APPLICATION

If you need special arrangements for either a written, a performance, or an oral test, be sure to say so on every application you file. Mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear at a test, call the appropriate testing office as noted on the examination announcement.

EXAMINATION PROCESS

To be eligible for a State job, you must pass a competitive examination. Depending on the job you are applying for, there may be several parts to the examination, which are designed to show your knowledge, skill, and ability to do the job.

Written Test

These questions are designed to test your general knowledge and abilities in the particular job field.

Interview

Interviewers ask job-related questions to learn your qualifications and experience. They consider specific skills and abilities, and they compare your qualifications with those of other applicants.

The State wants every competitor to be comfortable and confident in the interview. Whenever possible, there will be a disabled person on the interview panel of two or three people. You should not be asked to talk about your health or how a disability may affect your career.

During the interview, the panel may inform you of the physical requirements of the job you are applying for - such as "effective use of both hands and feet" or "functional color vision" - or the personal characteristics - such as "willingness to travel and work away from headquarters" - to give you a better understanding of what the job entails. They will not make such statements unless they do so to all candidates in the examination.

Performance Test

There are many kinds of performance tests. The most common are typing and equipment operation.

RATING THE SYSTEM

After each phase of the examination in which you have used special arrangements, you will be asked to complete an evaluation form describing your experience in obtaining Reasonable Accommodation. We very much appreciate your cooperation.

ON THE JOB

When you are offered a job, the employing department will provide any reasonable accommodation you need. This may include special equipment, modified work space, flexible working hours, or support services such as a reader or an interpreter.

"LEAP"

If you have a visual, hearing, speech, physical, or developmental disability, you may also wish to participate in the **Limited Examination and Appointment Program (LEAP)**. The purpose of LEAP is to create job opportunities in a variety of State departments. Phone or visit the State Personnel Board to obtain a LEAP brochure and announcements of LEAP Candidate examinations.

California State Government

An Affirmative Action Employer

**EQUAL OPPORTUNITY TO ALL REGARDLESS
OF RACE, COLOR, CREED, NATIONAL ORIGIN,
ANCESTRY, SEX, MARITAL STATUS, DISABILITY,
RELIGIOUS OR POLITICAL AFFILIATION, AGE,
OR SEXUAL ORIENTATION**

**STATE PERSONNEL BOARD
801 CAPITOL MALL
P.O. BOX 944201
SACRAMENTO, CA 94244-2010**

Telephone Information Lines:

Los Angeles (213) 620-6450
Sacramento (916) 445-0538
San Diego (619) 237-6163
San Francisco (415) 557-7871
TDD* (916) 445-2689

**TDD is a Telecommunications Device for the Deaf
and is reachable only from phones equipped
with such a device.*

Each call is limited to a maximum of 15 minutes. At the end of this time, the system will tell you good-bye and automatically terminate the call. If you want to access additional information, you will have to call back.

Extension Numbers:

<u>Examination</u>	<u>Ext.</u>
Office Services	110
Semiskilled, Crafts & Trades	120
Subprofessional, Technical & Professional	130
Peace Officer	140
Investigation, Inspection & Field Representative	150
Administrative & Career Executive	160
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Important Information

For Person With Disabilities

Applying For State Civil Services Examinations